

**USACE FINANCE CENTER
BIWEEKLY REPORT
PERIOD ENDING 5 SEPTEMBER 2003**

I. CEFMS:

A. In response to a DoDIG audit finding, we modified the credit card approval process so the inv_created_date is not overwritten when the approver approves the credit card statement. The date is created when the cardholder creates the monthly statement. The auditors also wanted the invoice number to be recorded in the RR_no field in the accounts payable transactions register for credit card payments since they are fast pay transactions.

B. We completed the modification of CEFMS for processing Mass Labor Cost Transfers. A new role, MASS_LABOR_TRANSFER, was also established. The Mass Labor Cost Transfer Screen was developed to process labor cost transfers for an entire charge code versus transfers by individual employees. The new form will facilitate processing the large number of transactions for employees supporting the global war on terrorism.

C. We are continuing to develop CEFMS coding in response to ER 37-1-30, Chapter 9, para. 11, Timing of Transfers of Annual Leave, Credit Hours and Compensatory Time. We are developing a CEFMS process for the recording of transfer in or transfer out of employee credit hours and compensatory hours.

D. We ran Contract History Queries for 45 contracts as selected by DoDIG for the 2003 Civil Works Audit. The auditors requested one file for each Field Operating Activity. Files were moved to the ftp site and DoDIG was notified. We received the initial request for data on 14 Aug 2003; and moved all the files to the ftp site by 15 Aug 2003. On 19 Aug 2003, we received an additional request for 9 replacement contracts; we moved those files to the ftp site on 20 Aug 2003.

E. We have taken action to help enforce HQUSACE Policy that requires all activities to approve their initial FY04 Command Operating Budget in CEFMS before beginning the fiscal year-end close out for FY03. We established a Year End Close Out (YECO) 'show-stopper' indicator that will check for an approved FY04 budget, before allowing a site to continue with the FY03 year-end close out programs. We notified all MSCs and separate FOAs of the procedural change. We are providing weekly status reports to CERM-B on the number of sites that have met the requirement.

F. We drafted the FY05 OMB 300b Business Case package for CEFMS/CEEMIS, in coordination with HQ USACE IM staff. The 300b is required for all capital assets and all major Information Technology investments, and is submitted in support of USACE's Civil Works program - which funds approximately 60% of the total costs. OMB agreed to review our draft package on 27 August 03; final submission is due 8 September 03.

G. We modified CEFMS to streamline the foreign currency payment certification process---assigning one amendment number to all flux lines associated with a payment. This modification was necessary because the previous program unnecessarily assigned one amendment number per flux line; e.g., 100 amendment numbers for a 100 multiple flux line contract instead of one amendment number per each multiple flux line contract. With this modification, the system requires less processing memory space, reducing overall certification processing time and respective system stoppages for a multi-line foreign currency payment.

II. PROBLEM REPORTS/IMBALANCES:

A. Open problem report inventory:

	<u>This Report</u>	<u>Last Report</u>
Total Problems	861	863
Priority #1 Problems	89	102

Received 237 new problem reports and completed 239 problem reports.

B. Database Imbalances on our 61 Production Sites:

<u># of Imbalances</u>	<u>This Report</u>	<u>Last Report</u>
None	48	50
One	4	7
Two	4	2
Three	2	2
Four	1	0
Five	1	0
Sixty-three	1	0

III. ACCOUNTING OPERATIONS:

A. NUMBER AND LOCATION OF ONBOARD PERSONNEL:

<u>LOCATION</u>	<u>ONBOARD</u>
MILLINGTON	249
HUNTSVILLE	22
USACE HQ	1
DA INTERN	1
<u>TOTAL</u>	<u>273</u>

B. DISBURSING WORKLOAD DATA:

PAYMENT	CURRENT MONTH <u>Aug 01 - Aug 31</u>	YEAR TO DATE <u>Oct 01 - Aug 31</u>
BY CHECK:		
Checks Issued	13,850	147,543
Percent of Total	15%	15%
Dollar Amount	\$117,259,694	\$1,320,697,555
BY EFT:		
Transfers Made	48,996	495,968
Percent of Total	85%	85%
Dollar Amount	\$1,170,320,866	\$10,361,560,331

IV. OTHER UFC ISSUES:

A. The finance center issued a purchase order to Litronic Corporation for 5,000 CEFMS Electronic Signature Cards on 30 August 2003. We anticipate receiving the cards in late October or early November. The cards will be distributed to both the Western and Central Processing Centers. We are adding the capability to the finance center web page for USACE activities to order the cards. After the finance center receives the Government Order for payment, we will update the web page and the processing centers will issue the cards. We anticipate issuing instructions on ordering cards to all USACE activities within the next two weeks.

B. Our open delinquent accounts receivable balance as of 31 Aug 03 is the lowest balance since the beginning of FY 03. Receivables over 150 days delinquent have been reduced 19% and receivables less than 150 days delinquent have been reduced by 36% since Oct 1, 2002. Our staff is working with CERM-F to establish the most consistent and effective way to proceed on write-offs and transfers to Treasury for Revenue Generating Agreement (RGA) delinquent debts.

C. We converted the Corps of Engineers Enterprise Management Information System (CEEMIS) to GUI 8I (Web-base) on 1 September 2003. The regular monthly financial reports have been converted and report submission in the new version has been successful. We tested the new programming extensively during August 2003 to ensure a smooth and successful conversion. CEFMS and CEEMIS are now operating on the same version of Oracle and

SQL forms. CEEMIS also better facilitates the RBC concept since all financial reports submitted to CEEMIS can be executed at the district, MSC or Corporate level.

D. On 26 August 2003, we hosted our final Grammar and Punctuation Training class. During the past 4 months, 250 UFC employees attended this training. The intent of the training is to improve our communication with all our customers.

E. We have established the CEFMS training schedule for FY04. We will conduct two sessions at the UFC and one session at the Baltimore District. This schedule will be announced to all USACE activities in October. Also in October, we will release the schedule of SQL courses that will be offered at the Finance Center in FY04.

F. The Resource Management Division is continuing with fiscal year end preparations for the UFC CEFMS database. We are completing the third and final phase of the joint review program. We are also analyzing and monitoring direct funds balances, as well as executing the CEFMS end of year preclosing programs weekly.

G. On 27 August 2003, we participated in the senior PBAC video teleconference regarding executive direction and management (ED&M) funding. Generally, the FY04 funding will provide adequate resources for the UFC ED&M functions, except for a nominal amount of unfinanced requirements for administrative support.